



**ANNOUNCEMENT No. 23
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 6 December 2021

**on announcement of the consolidated text of the Ordinance No. 71
of the Rector of the University of Warsaw
dated 9 April 2020 on determining the mode of procedure in matters
concerning the establishment of a subject of study and amendments to the
curriculum at the University of Warsaw**

The consolidated text of Ordinance no. 71 of the Rector of the University of Warsaw dated 9 April 2020 on determining the mode of procedure in matters concerning the establishment of a subject of study and amendments to the curriculum at the University of Warsaw (Monitor UW of 2020, item 156) is hereby announced in the Appendix, including the amendments introduced by means of to the Ordinance No. 145 of the Rector of the University of Warsaw dated 24 November 2021 on amending the Ordinance No. 71 of the Rector of the University of Warsaw dated 9 April 2020 on determining the mode of procedure in matters concerning the establishment of a subject of study and amendments to the curriculum at the University of Warsaw (Monitor UW of 2021, item 291).

Rector
of the University of Warsaw

Professor Alojzy Z. Nowak, PhD

Appendix

to the Announcement No. 23 of the Rector of the University of Warsaw
dated 6 December 2021 on announcement of the consolidated text of the Ordinance No. 71
of the Rector of the University of Warsaw dated 9 April 2020
on determining the mode of procedure in matters
concerning the establishment of a subject of study
and amendments to the curriculum at the
University of Warsaw

**ORDINANCE NO. 71
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

dated 9 April 2020

**on determining the mode of procedure in matters
concerning the establishment of a subject of study and amendments to the
curriculum at the University of Warsaw¹**

Pursuant to paragraph 145 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), it is hereby ordered as follows:

§ 1

General provisions

1. The Ordinance sets forth the procedure in matters regarding:
 - 1) establishment of a subject of study;
 - 2) amendments to the curriculum.
2. The Ordinance shall apply to first cycle studies, second cycle studies and long-cycle studies.

§ 2

The terms used in the Ordinance shall have the following meaning:

- 1) ²(deleted).
- 2) ³(deleted).
- 2a) ⁴OITL – the Office for Innovation in Teaching and Learning;
- 3) AO – the Admissions Office;
- 4) external stakeholder – a representative of the social and economic environment of the University of Warsaw;
- 5) HTU – the head of a teaching unit organizing education in the given subject of study;
- 6) Senate Committee – a Senate committee competent for issuing opinions on curriculums;

¹ Consolidated text including the amendments introduced by means of to the Ordinance No. 145 of the Rector of the University of Warsaw dated 24 November 2021 on changing the Ordinance No. 71 of the Rector of the University of Warsaw dated 9 April 2020 on determining the mode of procedure in matters concerning the establishment of a subject of study and amendments to the curriculum at the University of Warsaw (Monitor UW of 2021, item 291).

² Deleted by virtue of paragraph 1 item 1 letter a of Ordinance No. 145 mentioned under footnote 1.

³ Deleted by virtue of paragraph 1 item 1 letter a of the Ordinance mentioned under footnote 1.

⁴ Added by means of paragraph 1 item 1 letter b of the Ordinance mentioned under footnote 1.

- 7) partner – a university, an institute of the Polish Academy of Sciences, research institute, international institute, foreign university and/or academic institution cooperating with the University of Warsaw in providing a joint study program;
- 8) joint study program – the studies mentioned under Article 60 section 1 of the Act dated 20 July 2018, the Law on Higher Education and Science (consolidated text: Polish Journal of Laws of 2020, item 85, as amended);
- 9) UCTL – the University Council for Teaching and Learning;
- 10) University – University of Warsaw.

§ 3

Establishment of a subject of study

The procedure for establishing subjects of study may be initiated by the following entities:

- 1) The Rector and/or
 - 2) The UCTL and/or
 - 3) The teaching and learning council and/or
 - 4) a group of at least 15 academic teachers hired at the University as their basic workplace
- hereinafter referred to as the “Applicants”.

§ 4

1. ⁵The Applicants mentioned under paragraph 3 items 1, 3 and 4 submit a description of the teaching concept in the new subject of study, hereinafter referred to as the “Teaching Concept Description” to the UCTL through the OITL. Where a teaching and learning council is the Applicant, the Teaching Concept Description must include a copy of the teaching and learning council’s resolution in this regard.

2. The Teaching Concept Description shall be submitted using the form that constitutes Appendix no. 1 to the Ordinance.

§ 5

1. ⁶The OITL shall verify the formal aspects of the Teaching Concept Description. Should any of the mandatory information to be included in the form, as set forth under paragraph 4 section 4, be missing, the OITL shall request the Applicant to supplement the information within no more than 14 days.

2. Should the information not be supplemented according to section 1, the UCTL shall leave the Application without consideration.

§ 6

1. The UCTL assesses the proposed Teaching Concept Description, in particular in terms of the grounds for introducing a new subject of study in the teaching offer of the University. In their assessment, the UCTL takes into consideration the opinion of the reviewers appointed by the UCTL and conclusions from interviewing the Applicant during a meeting, if any.

2. By 30 September, the UCTL shall:

- 1) express a positive opinion on the submitted Teaching Concept Description, appointing an expert to support the Applicant in drafting the application for establishing a subject of study or

⁵ In the wording set forth under paragraph 1 item 2 of the Ordinance mentioned under footnote 1.

⁶In the wording set forth under paragraph 1 item 3 of the Ordinance mentioned under footnote 1.

2) express a negative opinion on the submitted Teaching Concept Description, along with a statement of reasons.

3. Along with the opinion mentioned under section 2 item 1, the UCTL may provide recommendations that should be included into the curriculum.

4. The condition for applying for the establishment of a subject of study is to obtain the opinion mentioned under section 2 item 1.

§ 7

1. The Applicant, in cooperation with the expert mentioned under paragraph 6 section 2 item 1, shall draft an application for the establishment of a subject of study.

2. A template of the application mentioned under section 1 shall constitute Appendix no. 2 to the Ordinance.

3. During their works into developing the curriculum, the Applicant shall consider the opinions of the following parties:

- 1) students;
- 2) at least two external stakeholders invited to cooperate by the Applicant, whose area of expertise corresponds to the specifics of the designed subject of study;
- 3) the AO with regard to the enrollment rules and criteria.

4. ⁷By 31 January the Applicant, through the OITL, shall apply to the Rector for the establishment of a subject of study.

5. ⁸Where the Applicant is a teaching and learning council, the application must include a copy of the teaching and learning council's resolution in this regard and an opinion of the competent body of the student's self-governing authority regarding the proposed subject of study.

6. ⁹Should the Applicant be a group of at least 15 academic teachers hired at the University as their basic workplace, the academic teacher authorized by this group shall sign the application. A list of applicants' names and an opinion of the competent body of the student's self-governing authority regarding the proposed subject of study shall be attached to the application.

§ 8

1. The Rector shall forward the application mentioned under paragraph 7 section 4 to receive the opinion of the Senate committee and the UCTL.

2. The opinion to be issued by the UCTL shall include, but not be limited to an assessment of the completion of the recommendations mentioned under paragraph 6 section 3, if any.

3. After reviewing the opinions mentioned under section 1, the Senate shall adopt the curriculum.

⁷In the wording set forth under paragraph 1 item 4 letter a of the Ordinance mentioned under footnote 1.

⁸Added by means of paragraph 1 item 4 letter b of the Ordinance mentioned under footnote 1.

⁹Added by means of paragraph 1 item 4 letter b of the Ordinance mentioned under footnote 1.

§ 9

1. Immediately after the Senate adopts the resolution referred to in paragraph 8 section 3, the Rector shall issue an ordinance on the establishment of degree programs in a given subject of study, in which he indicates the teaching council competent for the given subject of study and the teaching unit to which he entrusts the organization and execution of teaching in a given subject of study.

2. ¹⁰The teaching and learning council mentioned under section 1:

- 1) prior to initiating teaching in a given subject of study, shall adopt the resolutions mentioned under paragraph 5 section 1 item 2 of the Regulations of Study at the University of Warsaw (Monitor UW of 2019, item 186) and in paragraph 3 section 2 of the Ordinance no. 130 of the Rector of the University of Warsaw on the rules for collecting and the conditions and procedure for exempting from the fees for educational services at the University of Warsaw (consolidated text: Monitor UW of 2021, item 214);
- 2) before starting teaching in a given subject of study, the council shall adopt the resolutions mentioned under paragraph 5 section 1 items 4–8 of the Regulations of Study at the University of Warsaw (Monitor UW of 2019, item 186). The resolutions adopted by the teaching and learning council shall be presented to the UCTL immediately.

§ 10

1. In justified cases, including but not limited to those pertaining to the preparation of:

- 1) ¹¹a curriculum of studies launched as part of national and international projects and/or
 - 2) a curriculum of studies co-funded by the European Union and/or
 - 3) joint study program curriculum
- it shall be permissible to conduct proceedings on the establishment of a subject of study outside the deadlines specified in this Ordinance. In such a situation, the UCTL may waive the appointment of the reviewers mentioned under paragraph 6 section 1.

2. The provisions of paragraph 4–9 shall apply accordingly to the mode of proceedings for establishing a subject of study, as mentioned under section 1.

§ 11

1. Should proceedings to establish a subject of study with a joint study program be initiated, the Applicant shall attach to the Teaching Concept Description mentioned under paragraph 4 a letter of intent concerning the joint implementation of the degree program, should it be established, signed with partners who express their willingness to co-operate in the provision of the joint study program. The letter of intent shall include information on the framework of the new subject of study.

2. ¹²The Rector shall sign an agreement regarding the co-operation in the provision of the joint study program before launching teaching in the subject of study. The agreement shall include, but not be limited to the following:

¹⁰In the wording set forth under paragraph 1 item 5 of the Ordinance mentioned under footnote 1.

¹¹In the wording set forth under paragraph 1 item 6 of the Ordinance mentioned under footnote 1.

¹²In the wording set forth under paragraph 1 item 7 letter a of the Ordinance mentioned under footnote 1.

- 1) indication of the entity responsible for entering data into the POL-on Integrated Information System on Higher Education and Science;
- 2) indication of the entity authorized to receive funds for teaching students as part of full-time studies;
- 3) rules for managing the organization of teaching and learning as part of the subject of study;
- 4) determination of the language of instruction for classes and examinations and the language in which the diploma thesis is to be drafted in and the degree exam is to be conducted;
- 5) determination of the type of the studies graduation diploma;
- 6) framework rules for enrollment;
- 7) framework rules of studying, including the rating scale;
- 8) framework rules for the graduation process;
- 9) framework rules for the execution of internships, if included in the curriculum;
- 10) determination of the role of all entities involved in the curriculum implementation process.

3. ¹³In the case of a curriculum of a joint study program conducted in cooperation with a foreign partner, the provisions of Article 73 section 2 of the Act dated 20 July 2018, the Law on Higher Education and Science and provisions issued under Article 81 within the scope mentioned under Article 81 item 1 of the Act shall not be applicable.

4. ¹⁴A template of the application for establishment of a joint study program conducted with a foreign partner shall constitute Appendix no. 3 to the Ordinance.

5. ¹⁵A template of the application for amendment to the curriculum of a joint study program conducted with a foreign partner shall constitute Appendix no. 5 to the Ordinance.

§ 12

Amendments to the curriculum

1. ¹⁶The relevant teaching and learning council, through the HTU, shall apply to the OITL for amendments in the curriculum.

2. A template of the application for amendment to the curriculum shall constitute Appendix no. 4 to the Ordinance.

3. The application mentioned under section 2 shall be accompanied by a copy of the resolution of the teaching and learning council on the proposed amendments to the curriculum and an opinion of the competent body of student self-government on the proposed changes. The competent body of the self-governing authority shall express its opinion and the grounds therefor within 14 days from the request. Following the ineffective lapse of the indicated deadline, it shall be deemed that the proposed changes to the curriculum have received a positive opinion.

¹³ In the wording set forth under paragraph 1 item 7 letter a of the Ordinance mentioned under footnote 1.

¹⁴Added by means of paragraph 1 item 7 letter b of the Ordinance mentioned under footnote 1.

¹⁵ Added by means of paragraph 1 item 7 letter b of the Ordinance mentioned under footnote 1.

¹⁶In the wording set forth under paragraph 1 item 8 of the Ordinance mentioned under footnote 1.

4. The application for an amendment to the curriculum shall be submitted between 1 and 31 December. In particularly justified cases, the Rector may decide to start work on an application submitted at a different time.

5. ¹⁷Following a verification of the formal aspects of the documents sent by the teaching and learning council, the OITL forwards an application for an amendment in the curriculum for the Senate Committee and the UCTL to issue an opinion.

§ 13

The Senate, after reviewing the opinions mentioned under paragraph 12 section 5, shall adopt the amendments to the curriculum.

§ 14

¹⁸Administrative services for the procedures concerning the establishment of a subject of study and amendments to the curriculum shall be provided by the OITL.

§ 15

Final provisions

The Ordinance no. 4 of the Rector of the University of Warsaw dated 13 January 2017 on the detailed manner of designing curricula (Monitor UW of 2017, item 7) shall become null and void.

§ 16

The Ordinance enters into force on the day it is signed.

Rector of the University of Warsaw:
M. Pałys

¹⁷In the wording set forth under paragraph 1 item 8 of the Ordinance mentioned under footnote 1.

¹⁸In the wording set forth under paragraph 1 item 9 of the Ordinance mentioned under footnote 1.

to the Ordinance no. 71 of the Rector of the University of Warsaw dated 9 April 2020.
on determining the mode of procedure in matters concerning the establishment of a subject
of study
and amendments to the curriculum at the University of Warsaw

TEMPLATE
TEACHING CONCEPT DESCRIPTION
IN THE FOLLOWING SUBJECT OF STUDY

.....
(please add the proposed name of the subject of study)

BASIC DATA ON THE DESIGNED SUBJECT OF STUDY

1. LEVEL OF EDUCATION:

.....
(first cycle studies, second cycle studies, long-cycle studies)

2. EDUCATION PROFILE:

.....
(general university, practical)

3. FORM OF STUDIES:

.....
(full-time studies, evening part-time studies, extramural part-time studies)

4. APPLICANT

.....
(teaching and learning council and/or group of at least 15 academic teachers hired at the University as their basic workplace)

5. PLANNED DATE OF LAUNCHING THE STUDIES:

.....
(please indicate the semester and academic year)

6. PLANNED MINIMUM NUMBER OF STUDENTS AT THE FIRST YEAR OF STUDIES:

7. PLANNED MAXIMUM NUMBER OF STUDENTS AT THE FIRST YEAR OF
STUDIES:

8. PROPOSED TEACHING UNIT ORGANIZING EDUCATION AT THE DESIGNED
SUBJECT OF STUDY:

¹⁹In the wording set forth under paragraph 1 item 10 of the Ordinance mentioned under footnote 1.

.....
(please provide the name of the existing and/or designed teaching unit)
9. DOES THE DESIGNED SUBJECT OF STUDIES PREPARE FOR PRACTICING AS A
TEACHER AND OBTAIN PROFESSIONAL QUALIFICATIONS?
.....”

to the Ordinance no. 71 of the Rector of the University of Warsaw dated 9 April 2020.
on determining the mode of procedure in matters concerning the establishment of a subject of study
and amendments to the curriculum at the University of Warsaw

TEMPLATE

APPLICATION FOR THE ESTABLISHMENT OF A SUBJECT OF STUDY

PART I

CURRICULUM

name of the subject of study	
name of the subject of study in English / in the language of instruction	
language of instruction	
level of education	
level in the PQF	
studies profile	
number of semesters	
number of ECTS credits necessary to graduate	
form of studies	
professional title awarded to the graduates (name of qualifications in their original wording, level in the PQF)	
number of ECTS credits that the student needs to obtain as part of the classes conducted with direct participation of academic teachers and/or other tutors	

²⁰ In the wording set forth under paragraph 1 item 11 of the Ordinance mentioned under footnote 1.

number of ECTS credits as part of classes in the field of humanities and/or social sciences (not less than 5 ECTS)	
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The studies prepare to practice as a teacher	
Name of the first course:	
Name of the second course:	

Assignment of the subject of study to a given field of science and scientific disciplines related to the subject of study

Scientific field	Scientific discipline	Percentage share of the academic disciplines	Leading academic discipline (more than a half of the educational results)
Total:	-	100%	-

Educational results defined for the subject of study by reference to the characteristics of level 2 in the Polish Qualification Framework for qualification at level 6–7 obtained as part of the higher education system and learning after obtaining full qualification at level 4

Educational results symbol for the curriculum	Educational results	Reference to PQF level 2 characteristics
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		

Social competencies: the graduate is ready to		

EXPLANATIONS

The educational results symbol for the curriculum includes:

- letter K – to highlight the fact that it is about the education results for the curriculum,
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),
- result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Education results defined for the major with a reference to education results defined for the subject of study

(to be completed if a major is provided as part of the subject of study; if several majors are available, provide a separate table for each of them)

Major name:		
Symbol of education results defined for the major	Results defined for the major	Symbol of education results defined for the subject of study
Knowledge: the graduate knows and understands		

Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The symbol for the result defined for the major includes:

- letter S – to highlight the fact that it is about the results defined for the major (Polish: specjalność),
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),
- result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Classes and/or groups of classes assigned to a given stage of studies

(provide a separate table for each semester/year of studies)

Semester/year of studies: first (in words)

Course name	Form of classes – number of hours								Total: number of class hours	Total: ECTS points	Educational results symbols for the curriculum	Discipline(s) related to the course
	Lecture	Seminar classes	Seminar	Practical classes	Laboratory classes	Workshops	Project work	Other				
Name of course A (classes and/or a group of classes)												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
Name of course B (classes and/or a group of classes)												
Curriculum contents												

Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis
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Total number of ECTS credits (per year/semester):

Total number of class hours (per year/semester):

Total number of class hours specified in the curriculum for every subject of study, level and profile (for the entire cycle):

Classes and/or groups of classes as part of the major assigned to a given stage of studies

(the table refers to the subject of study at which the major is being conducted; provide a separate table for each semester/year of studies and for each major)

Semester/Year of studies: first (in words)

Course name	Form of classes – number of hours								Total: number of class hours	Total: ECTS points	Educational results symbols for the major	Discipline(s) related to the course
	Lecture	Seminar classes	Seminar	Practical classes	Laboratory classes	Workshops	Project work	Other				
courses common for all the majors												
Name of course A (classes and/or a group of classes)												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
Name of course B (classes and/or a group of classes)												

Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
courses characteristic for a given major												
Name of course C (classes and/or a group of classes)												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
Name of course D (classes and/or a group of classes)												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											

Total number of ECTS credits (in a year/semester):

Total number of class hours (per year/semester):

Total number of class hours specified in the curriculum for every subject of study, level and profile (for the entire cycle):

Percentage share of the number of ECTS credits in the total number of credits for each of the disciplines the subject of study has been assigned to.

Scientific field	Scientific discipline	Percentage share of the number of ECTS credits in the total number of credits ECTS for each discipline

PART II

ADDITIONAL INFORMATION ABOUT THE SUBJECT OF STUDY	
enrollment limit	
number of candidates required to launch the studies	
requirements for candidates	
studies admission criteria	
representatives of the socio-economic environment involved in the design of the curriculum	
example of including the socio-economic environment's opinion into the curriculum	
example of including the students' opinion into the curriculum	
ISCED code	

Elective courses	
Course (classes and/or a group of classes)	Number of ECTS credits
Total number of ECTS credits including elective classes:	

Courses related to the scientific activity conducted at the university in a discipline and/or disciplines – general university profile	
Course (classes and/or a group of classes)	Number of ECTS credits
Total number of ECTS credits including courses related to the scientific activity conducted at the university in a discipline(s):	

Courses teaching practical skills – practical profile studies	
Course (classes and/or a group of classes)	Number of ECTS credits
Total number of ECTS credits including courses teaching practical skills:	

to the Ordinance no. 71 of the Rector of the University of Warsaw dated 9 April 2020.
on determining the mode of procedure in matters concerning the establishment of a subject of study
and amendments to the curriculum at the University of Warsaw

TEMPLATE

TEMPLATE APPLICATION FOR ESTABLISHMENT OF A JOINT STUDY PROGRAM CONDUCTED WITH A FOREIGN PARTNER

PART I

CURRICULUM

Assignment of the subject of study to a given field of science and scientific disciplines related to the subject of study

name of the subject of study	
name of the subject of study in English / in the language of instruction	
language of instruction	
level of education	
level in the PQF	
studies profile	
number of semesters	
number of ECTS credits necessary to graduate	
form of studies	
professional title awarded to the graduates (name of qualifications in their original wording, level in the PQF)	
number of ECTS credits that the student needs to obtain as part of the classes conducted with direct participation of academic teachers and/or other tutors	

²¹In the wording set forth under paragraph 1 item 12 of the Ordinance mentioned under footnote 1.

Scientific field	Scientific discipline	Percentage share of the academic disciplines	Leading academic discipline (more than a half of the educational results)
Total:	-	100%	-

Educational results defined for the subject of study by reference to the characteristics of level 2 in the Polish Qualification Framework for qualification at level 6–7 obtained as part of the higher education system and learning after obtaining full qualification at level 4

Educational results symbol for the curriculum	Educational results	Reference to PQF level 2 characteristics
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The educational results symbol for the curriculum includes:

- letter K – to highlight the fact that it is about the education results for the curriculum,
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),
- result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Ways of verifying and assessing the educational results achieved by the student during the entire cycle of education

Knowledge-related results shall be verified during the studies using:	
Skills-related results shall be verified during the studies using:	
Competencies-related results shall be verified during the studies using:	

Education results defined for the major with a reference to education results defined for the subject of study

(to be completed if a major is provided as part of the subject of study; if several majors are available, provide a separate table for each of them)

Major name:		
Symbol of education results defined for the major	Results defined for the major	Symbol of education results defined for the subject of study
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The symbol for the result defined for the major includes:

- letter S – to highlight the fact that it is about the results defined for the major (Polish: specjalność),
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),
- result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Classes and/or groups of classes assigned to a given stage of studies

(provide a separate table for each semester/year of studies)

Semester/year of studies: first (in words)

Name of the subject and or group of classes	Forms of classes	Total: number of class hours	Total: ECTS points	Educational results symbols for the curriculum
Name of course A (classes and/or a group of classes)				
Curriculum contents				
Name of course B (classes and/or a group of classes)				
Curriculum contents				

Number of ECTS credits (per year/semester):

Classes and/or groups of classes as part of the major assigned to a given stage of studies

(the table refers to the subject of study at which the major is being conducted; provide a separate table for each semester/year of studies and for each major)

Semester/Year of studies: first (in words)

Name of the subject and or group of classes	Form of classes	Total: number of class hours	Total: ECTS points	Educational results symbols for the major
courses common for all the majors				
Name of course A (classes and/or a group of classes)				
Curriculum contents				
Name of course B (classes and/or a group of classes)				

Curriculum contents				
courses characteristic for a given major				
Name of course C (classes and/or a group of classes)				
Curriculum contents				
Name of course D (classes and/or a group of classes)				
Curriculum contents				

Number of ECTS credits (per year/semester):

PART II

ADDITIONAL INFORMATION ABOUT THE SUBJECT OF STUDY	
partners conducting joint study programs	
ISCED code	

.....
(date and signature of the
Applicant)".

to the Ordinance no. 71 of the Rector of the University of Warsaw dated 9 April 2020.
on determining the mode of procedure in matters concerning the establishment of a subject of study
and amendments to the curriculum at the University of Warsaw

TEMPLATE

APPLICATION FOR AMENDMENTS TO THE CURRICULUM

PART I

AMENDMENTS TO THE CURRICULUM		
NO.	PREVIOUS CURRICULUM ELEMENT	PROPOSED AMENDMENT

²²In the wording set forth under paragraph 1 item 13 of the Ordinance mentioned under footnote 1.

NO.	<p align="center">JUSTIFICATION FOR THE PROPOSED AMENDMENTS</p> <p align="center">PLEASE JUSTIFY EVERY AMENDMENT PROPOSED IN THE TABLE ABOVE</p>

Is an amendment to the curriculum causing a change to the ISCED code?	
NO	YES (please provide the new code)

PART II

AMENDED CURRICULUM

name of the subject of study	
name of the subject of study in English / in the language of instruction	
language of instruction	
level of education	
level in the PQF	

studies profile	
number of semesters	
number of ECTS credits necessary to graduate	
form of studies	
professional title awarded to the graduates (name of qualifications in their original wording, level in the PQF)	
number of ECTS credits that the student needs to obtain as part of the classes conducted with direct participation of academic teachers and/or other tutors	
number of ECTS credits as part of classes in the field of humanities and/or social sciences (not less than 5 ECTS)	

The studies prepare to practice as a teacher	
Name of the first course:	
Name of the second course:	

Assignment of the subject of study to a given field of science and scientific disciplines related to the subject of study

Scientific field	Scientific discipline	Percentage share of the academic disciplines	Leading academic discipline (more than a half of the educational results)
Total:	-	100%	-

Educational results defined for the subject of study by reference to the characteristics of level 2 in the Polish Qualification Framework for qualification at level 6–7 obtained as part of the higher education system and learning after obtaining full qualification at level 4

Educational results symbol for the curriculum	Educational results	Reference to PQF level 2 characteristics
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The educational results symbol for the curriculum includes:

- letter K – to highlight the fact that it is about the education results for the curriculum,
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),

– result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Education results defined for the major with a reference to education results defined for the subject of study

(to be completed if a major is provided as part of the subject of study; if several majors are available, provide a separate table for each of them)

Major name:		
Symbol of education results defined for the major	Results defined for the major	Symbol of education results defined for the subject of study
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The symbol for the result defined for the major includes:

- letter S – to highlight the fact that it is about the results defined for the major (Polish: specjalność),
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),
- result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Classes and/or groups of classes assigned to a given stage of studies

(provide a separate table for each semester/year of studies)

Semester/year of studies: first (in words)

Course name	Form of classes – number of hours								Total: number of class hours	Total: ECTS points	Educational results symbols for the curriculum	Discipline(s) related to the course
	Lecture	Seminar classes	Seminar	Practical classes	Laboratory classes	Workshops	Project work	Other				
Name of course A <i>(classes and/or a group of classes)</i>												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
Name of course B <i>(classes and/or a group of classes)</i>												
Curriculum contents												

Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis
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Total number of ECTS credits (in a year/semester):

Total number of class hours (per year/semester):

Total number of class hours specified in the curriculum for every subject of study, level and profile (for the entire cycle):

Classes and/or groups of classes as part of the major assigned to a given stage of studies

(the table refers to the subject of study at which the major is being conducted; provide a separate table for each semester/year of studies and for each major)

Semester/Year of studies: first (in words)

Course name	Form of classes – number of hours								Total: number of class hours	Total: ECTS points	Educational results symbols for the major	Discipline(s) related to the course
	Lecture	Seminar classes	Seminar	Practical classes	Laboratory classes	Workshops	Project work	Other				
courses common for all the majors												
Name of course A <i>(classes and/or a group of classes)</i>												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
Name of course B <i>(classes and/or a group of classes)</i>												

Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
courses characteristic for a given major												
Name of course C (classes and/or a group of classes)												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											
Name of course D (classes and/or a group of classes)												
Curriculum contents												
Ways to verify educational results	E.g. oral exam, written exam, test, essay, project, annual thesis, diploma thesis											

Total number of ECTS credits (in a year/semester):

Total number of class hours (per year/semester):

Total number of class hours specified in the curriculum for every subject of study, level and profile (for the entire cycle):

Percentage share of the number of ECTS credits in the total number of credits for each of the disciplines the subject of study has been assigned to.

Scientific field	Scientific discipline	Percentage share of the number of ECTS credits in the total number of credits ECTS for each discipline

PART III

<p align="center">Elective courses (the table must be completed if the proposed amendments to the curriculum cause changes in the total number of ECTS credits including elective classes)</p>	
Course (classes and/or a group of classes)	Number of ECTS credits
<p align="center">Total number of ECTS credits including elective classes:</p>	

**Courses related to the scientific activity conducted at the university in a discipline and/or disciplines
– general university profile**

(the table must be completed if the proposed amendments to the curriculum cause changes in the total number of ECTS credits including courses related to the scientific activity conducted at the university in a discipline(s))

Course (classes and/or a group of classes)	Number of ECTS credits
Total number of ECTS credits including courses related to the scientific activity conducted at the university in a discipline(s):	

Courses teaching practical skills – practical profile studies

(the table must be completed if the proposed amendments to the curriculum cause changes in the total number of ECTS credits including courses teaching practical skills)

Course (classes and/or a group of classes)	Number of ECTS credits
Total number of ECTS credits including courses teaching practical skills:	

.....
(date and signature of the Applicant)".

to the Ordinance no. 71 of the Rector of the University of Warsaw dated 9 April 2020.
on determining the mode of procedure in matters concerning the establishment of a subject of study
and amendments to the curriculum at the University of Warsaw

TEMPLATE

APPLICATION FOR AMENDMENTS TO THE CURRICULUM OF A JOINT STUDY PROGRAM CONDUCTED WITH A FOREIGN PARTNER

PART I

AMENDMENTS TO THE CURRICULUM		
NO.	PREVIOUS CURRICULUM ELEMENT	PROPOSED AMENDMENT

²³ Added by means of paragraph 1 item 14 of the Ordinance mentioned under footnote 1.

NO.	JUSTIFICATION FOR THE PROPOSED AMENDMENTS PLEASE JUSTIFY EVERY AMENDMENT PROPOSED IN THE TABLE ABOVE

Is an amendment to the curriculum causing a change to the ISCED code?	
NO	YES (please provide the new code)

PART II

AMENDED CURRICULUM

name of the subject of study	
name of the subject of study in English / in the language of instruction	
language of instruction	
level of education	
level in the PQF	
studies profile	

number of semesters	
number of ECTS credits necessary to graduate	
form of studies	
professional title awarded to the graduates (name of qualifications in their original wording, level in the PQF)	
number of ECTS credits that the student needs to obtain as part of the classes conducted with direct participation of academic teachers and/or other tutors	

Assignment of the subject of study to a given field of science and scientific disciplines related to the subject of study

Scientific field	Scientific discipline	Percentage share of the academic disciplines	Leading academic discipline (more than a half of the educational results)
Total:	-	100%	-

Educational results defined for the subject of study by reference to the characteristics of level 2 in the Polish Qualification Framework for qualification at level 6–7 obtained as part of the higher education system and learning after obtaining full qualification at level 4

Educational results symbol for the curriculum	Educational results	Reference to PQF level 2 characteristics
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The educational results symbol for the curriculum includes:

- letter K – to highlight the fact that it is about the education results for the curriculum,
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),

– result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Ways of verifying and assessing the educational results achieved by the student during the entire cycle of education

Knowledge-related results shall be verified during the studies using:	
Skills-related results shall be verified during the studies using:	
Competencies-related results shall be verified during the studies using:	

Education results defined for the major with a reference to education results defined for the subject of study

(to be completed if a major is provided as part of the subject of study; if several majors are available, provide a separate table for each of them)

Major name:		
Symbol of education results defined for the major	Results defined for the major	Symbol of education results defined for the subject of study
Knowledge: the graduate knows and understands		
Skills: the graduate is able to		
Social competencies: the graduate is ready to		

EXPLANATIONS

The symbol for the result defined for the major includes:

- letter S – to highlight the fact that it is about the results defined for the major (Polish: specjalność),
- _ (underscore),
- one of the letters W, U and/or K – to mark the category of results (W – knowledge (Polish: wiedza), U – skills (Polish: umiejętności), K – social competencies (Polish: kompetencje społeczne),
- result number in a given category, written in the form of two digits (precede the digits 1–9 with a 0).

Classes and/or groups of classes assigned to a given stage of studies

(provide a separate table for each semester/year of studies)

Semester/year of studies: first (in words)

Name of the subject and or group of classes	Forms of classes	Total: number of class hours	Total: ECTS points	Educational results symbols for the curriculum
Name of course A (classes and/or a group of classes)				
Curriculum contents				
Name of course B (classes and/or a group of classes)				
Curriculum contents				

Number of ECTS credits (per year/semester):

Classes and/or groups of classes as part of the major assigned to a given stage of studies

(the table refers to the subject of study at which the major is being conducted; provide a separate table for each semester/year of studies and for each major)

Semester/Year of studies: first (in words)

Name of the subject and or group of classes	Form of classes	Total: number of class hours	Total: ECTS points	Educational results symbols for the major
courses common for all the majors				
Name of course A (classes and/or a group of classes)				
Curriculum contents				
Name of course B (classes and/or a group of classes)				

Curriculum contents				
courses characteristic for a given major				
Name of course C (classes and/or a group of classes)				
Curriculum contents				
Name of course D (classes and/or a group of classes)				
Curriculum contents				

Number of ECTS credits (per year/semester):

.....
 (date and signature of the Applicant)".